

## TELECOMMUNICATIONS AND TECHNOLOGY COMMISSION, IOWA[751]

### Adopted and Filed

Pursuant to the authority of Iowa Code section 8D.3(3)“b,” the Iowa Telecommunications and Technology Commission hereby amends Chapter 1, “Description of Organization,” Chapter 9, “Requests for Waiver of Network Use by Certified Users,” and Chapter 15, “Advisory Councils, Committees and Groups,” Iowa Administrative Code.

The amendments reflect changes made in the organizational structure of the Iowa Communications Network; in the definition of “certified user”; and in the requirements for posting advisory councils’, committees’ and groups’ agendas, meeting notices and minutes on the Iowa Communications Network Web site.

Notice of Intended Action was published in the Iowa Administrative Bulletin on August 8, 2012, as **ARC 0269C**. A public hearing was held on August 29, 2012. No written comments were received. No changes were made from the Notice.

The Iowa Telecommunications and Technology Commission adopted these amendments on September 20, 2012.

After analysis and review of this rule making, no impact on jobs has been found.

These amendments are intended to implement Iowa Code chapter 8D.

These amendments will become effective on November 21, 2012.

The following amendments are adopted.

ITEM 1. Amend subrules 1.5(1) and 1.5(2) as follows:

**1.5(1) Executive director.** The executive director or the commission’s designee administers the programs and services of the commission in compliance with the Iowa Code and the rules adopted by the commission. The executive director’s office is responsible for providing legislative liaison and public information functions, as well as providing administrative support to the commission. The executive director’s office provides information and education to the public about the commission and the fiberoptic network and maintains the commission’s Web site.

**1.5(2) Administrative elements.** In order to carry out the functions of the commission, the following divisions have been established:

*a.* ~~The business and governmental services administrative division coordinates the activities between the engineers, individual sites, and authorized users. The division is responsible for providing cost estimates for services; tracking service requests; executing installation services; assisting authorized users in finding the best structure to meet the users’ needs; developing new products and services; maintaining price tables; and providing customer service and assistance. The division is responsible for providing legislative liaison and public information functions as well as providing administrative support to the commission. The division provides information and education to the public about the commission and the fiberoptic network and maintains the commission’s Web site. The division is also responsible for maintaining the financial books and records of the commission, accounting, billing, asset inventory and management, personnel transactions, travel vouchers, claims for payments of goods and services, processing cash receipts, purchasing, and contracting activities, as well as coordination with the attorney general’s office for legal counsel.~~

*b.* ~~The finance division is responsible for maintaining the financial books and records of the commission, accounting, billing, asset inventory and management, personnel transactions, travel vouchers, claims for payments of goods and services, processing cash receipts, purchasing, and contracting activities, as well as coordination with the attorney general’s office for legal counsel.~~

*c. b.* The network operations and engineering division is responsible for provisioning of video services, data/Internet services, and voice services for authorized users. The division is responsible for all operational aspects of the fiberoptic network. The division is responsible for the technical operation

of the fiberoptic network, including research and development; network systems; agency information systems functions; and maintenance of a circuit database.

ITEM 2. Amend rule 751—9.1(8D), introductory paragraph, as follows:

**751—9.1(8D) Request for waiver.** A certified user is entitled to file a request for a waiver pursuant to Iowa Code section 8D.9(2). For the purposes of this chapter, “certified user” means an area education agency, community college, or regents institution, ~~or private college~~ that has certified with the commission that it is or will be a part of the network.

ITEM 3. Amend subrule 15.3(3) as follows:

**15.3(3)** *Provide notices of meetings and minutes of meetings.*

*a.* Each advisory council, committee or group shall prepare minutes of its meetings and submit the minutes to the commission within ~~30~~ 60 days of the date of the meeting for posting on the Iowa communications network Web site.

*b.* Each advisory council, committee or group shall provide notice of its meetings to interested parties identified by the commission or the advisory council, committee or group. An advisory council, committee or group shall submit an electronic agenda and notice to the ICN one week prior to a scheduled meeting for posting on the Iowa communications network Web site.

[Filed 9/28/12, effective 11/21/12]

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EDITOR’S NOTE: For replacement pages for IAC, see IAC Supplement 10/17/12.